



# **OCEAN CITY PRIMARY SCHOOL STUDENT POLICY HANDBOOK**

**Cathleen M. Smith, Ed.D.**  
Principal

**Lisa Hurff**  
Principal's Secretary

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Attendance/Transportation

**550 West Avenue  
Ocean City, NJ 08226**

**Telephone: 399-3191 ext. 6400  
Absentee Hotline: 399-5622  
Office Hours: 7:30am – 4:00pm  
Website: [www.oceancityschools.org](http://www.oceancityschools.org)  
School Arrival Time: 8:35am  
School Hours: 8:45am – 3:00pm**

### **Character Principles**

**Respect, Integrity, Trust, Courage, Responsibility, Citizenship,  
Open-mindedness, Perseverance**

***OCEAN CITY SCHOOL DISTRICT  
COMMITTED TO EXCELLENCE***

Dear Parents/Guardians:

The Primary School Handbook is a source of information regarding school procedures.

Much more information is available in this handbook. In the past you were directed to refer to the Harassment, Intimidation & Bullying Policy online. The entire policy is now part of the handbook. This change signifies the importance for all parties to be aware of their responsibilities. We cannot ignore the presence of harassment, intimidation and bullying so that it does not become a problem at the Primary School. Our children are influenced by many factors beyond their parents and teachers. What they see and hear in the media is innocently absorbed. It is our duty to teach them what appropriate behavior is.

This publication is only one source of communication that takes place between school and home. Communication is not only one of the District's Strategic Planning Goals but also one of the National Standards for Parent/Family Involvement Programs developed by the National PTA. The National PTA National Standards are: I - Communicating, II - Parenting, III - Student Learning, IV - Volunteering, V - School Decision Making and Advocacy, VI - Collaborating with Community. The purpose for the standards is threefold: 1. To promote meaningful parent and family participation; 2. To raise awareness regarding the components of effective programs; 3. To provide guidelines for schools that wish to improve their programs.

Ocean City Primary School is a Title I school and meets the expectations required for parent involvement. All Primary School teachers are highly qualified.

Our PTA meets on a monthly basis and is dependent upon parent participation to facilitate the standards and the various functions they sponsor.

The Primary School Policy Handbook is only one aspect of our quest "Committed to Excellence".

Your Partner in Progress,

***Dr. Cathleen M. Smith***

Dr. Cathleen M. Smith, Principal

## ADDRESS CHANGES

Please inform the school office, 399-3191, ext. 6400, if you have a change of address or telephone number during the school year. This is necessary should we need to reach you for emergency purposes. In order for a child to be eligible for the Primary School, he/she must be living in Ocean City and proof of change of residence will be required. **A street address is one of the requirements for verification of residency.** Post office boxes are not acceptable proof. Tax bills and signed current leases are other required sources of verification.

## ANNUAL ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), all parents/guardians must be notified annually of the district's activities regarding asbestos found in the Ocean City District Schools.

The management plan and the inspection reports can be found in the main offices of the individual schools and the Director of Facilities' Office. This information is available for your review during school hours. Please contact the main office to arrange to see reports.

## ANNUAL INTEGRATED PEST MANAGEMENT NOTICE

This notice is required by the NJ School Integrated Pest Management Act. The Ocean City School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventative approach to managing pests that is explained in the School District's IPM Policy. An IPM Coordinator is required to oversee all activities related to the IPM Plan and pesticide use at all schools. Mr. Henry Rodrique, Director of Facilities, is the designated Ocean City School District's IPM Coordinator. His office is located at the Ocean City High School and can be contacted at 609-399-1290 ext. 6502. To obtain a copy of the complete IPM Policy and Plan or view the MSDS/SDS sheets for products used in pest control at the Ocean City School District, please contact his office. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine their safe use in accordance with printed label instructions. Below is a list of possible products used in our School District, administered and monitored by Elder Pest Control under EPA and DEP guidelines:

- \*Niban Granular Bait
- \*Max Force FC Select Bait Gel
- \*Gourmet Ant Bait Gel
- \*Advance 360 Dual Choice Ant Bait Stations
- \*Max Force Bait Stations
- \*CatchMaster Insect Monitors (sticky tape)
- \*Insect Glue Boards

*This is an excerpt from the Ocean City School District's IPM Policy (for the full policy contact the IPM Coordinator): Each school shall consider the full range of management options, including no action at all. The use of non-pesticide pest management methods are to be used first or whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.*

## ARRIVAL TIME

Arrival time is 8:40 a.m. for PK, K & 1st and 8:45 a.m. for 2nd & 3rd. No student is permitted in a classroom prior to that time unless the classroom teacher has arranged it. School begins at 8:45 a.m.

## ATTENDANCE

The educational process requires regular, continuous attendance in school. The Primary School places a **high priority** on regular attendance. This attendance shall include classroom participation, study by all students, regular contact of students with one another and student participation in well planned instructional activities under the tutelage of competent teachers. These activities are all vital to a thorough educational program. Consequently, there is a responsibility upon parents/guardians to have students attend school regularly. The Board of Education cannot condone unnecessary absences.

Parents/guardians of students are to call the school by 9:00 AM on the day of their child's absence. The purpose of this policy is to protect your child. The school phone number for reporting an absence is **399-5622**. This number may be called anytime, day or night. Give the following information at the sound of the tone: your name, your child's name, grade and teacher, and a short reason for absence. *A written note, as described below, will be necessary upon return to school.* If no valid written statement as to the reason for absence is submitted, the absence will be considered truancy. A pattern in these absences will be addressed in a warning letter and a mandatory parent conference.

Excused absences are as follows: *(PARENTS: This section is important for you.)*

1. The student is ill, injured, or otherwise physically unable to attend school and the parent states the reason in a **written note** to be given to the office upon the child's return to school.

Beyond five (5) consecutive days of absence, the student's condition which necessitated absence must be verified by a letter from a physician, hospital, or similar institution. The verification letter must describe the illness or injury and set forth date(s) on which the student was prevented from attending school. When a parent knows a student will be out five or more days, they must contact the school and complete a "Request for Home Instruction" form.

2. The student is prevented from attending school because his/her presence is required in connection with a legal proceeding and that situation is verified by a letter from an official having knowledge of that proceeding and the student involvement in it.
3. The student is participating in a school sponsored or school authorized activity.
4. The student is suspended.
5. Religious holiday. Please verify with a note that this day will be taken.
6. The nurse has requested the student's absence due to illness.

All absences without the necessary documentation as noted above and all other absences not specifically listed above, will be considered truancy. Family vacations are not excused absences. We do request that parents notify the school in writing prior to any family vacation.

Teachers shall provide an opportunity to all absent students to make up, at an appropriate time, any tests or work that is missed due to absences.

We notify parents by written form after 4, 7, & 10 absences. After 10 total absences, a conference may be requested by the guidance counselor and/or principal.

Any pupil who misses ten (10) consecutive school days and does not appear on home instruction and/or is not medically verified as incapacitated, or who has an unacceptable attendance pattern, will be issued a written notification to report to school within five (5) school days. Failure to do so will result in the following:

- Pupils under the compulsory school age (below 16 years of age) shall have presented to their parents/guardians a formal written notice to cause the child to attend school. (NJSA18A:38-31) Failure to comply with the provisions of the law will result in a court appearance and may cause the parent to be deemed a negligent person and subject to a fine. (NJSA18A38-31).

#### **\* BIRTHDAY/SPECIAL OCCASION PARTIES \***

If **ALL** children in the classroom are being invited to a private party, invitations may be given out at school. However, if the party is to be for only a **SELECTED** group of students, invitations should be mailed to the home of the invitee. Home addresses will not be supplied by the school.

Classroom celebrations will be scheduled by the teacher according to grade level expectations. All refreshments must be left in the Main Office. Please send in healthy snacks for birthdays, celebrations and treats. **(No outside food for celebrations will be permitted during a pandemic. Notification will be sent home regarding protocols if/when healthy snacks for birthdays/celebrations are able to be left in the office.)**

#### **CHILD STUDY TEAM**

Our school has a full time Child Study Team available to consult with staff and/or parents regarding the educational needs of students. Also, the Child Study Team evaluates and determines eligibility for those students in need of special educational services. A school guidance counselor is on staff to address individual student needs.

#### **COMMUNICATION**

Information is shared with parents from a variety of venues. The Ocean City School District has a website, [www.oceancityschools.org](http://www.oceancityschools.org). There is a link on the web site for the Primary School. Another link is our Facebook page and Twitter. You can find our account by using the link [Ocean City Primary School](#). Periodically throughout the year, a newsletter from the Principal is posted on the web site. Certain communications require hard copies that we will continue to send home with the students.

Parents may contact the school office between the hours of 7:30 a.m. to 4:00 p.m.

The district also utilizes SwiftReach which transmits a telephone message to all parents. This system is used in emergencies and when it's important for parents to be informed of an event

immediately. SwiftK12 allows our school to send messages using phone, email and SMS text messaging. SwiftK12 is integrated with the existing PowerSchool Parent Portal. It is important that all phone numbers and email addresses are up to date. Emergency messages are always sent with all three message types (email, text and voice calls).

Approximately forty letters are sent throughout the course of the year. These letters are either from the administration or the PTA. These communications do not count the letters or phone calls made by the classroom teacher. Communication is a priority and all means are utilized to keep parents informed.

### **CODE OF STUDENT CONDUCT CORE ETHICAL VALUES**

Received along with this Policy Handbook, you have received a copy of the Ocean City School District Code of Student Conduct. The Ocean City School District conceptualizes character education by eight core ethical values:

|                |                 |
|----------------|-----------------|
| Integrity      | Respect         |
| Responsibility | Trust           |
| Courage        | Open-mindedness |
| Citizenship    | Perseverance    |

### **\* DISCIPLINE \***

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's action interferes with the right of teachers to teach and students to learn. **Parents should remind students that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time.**

Disciplinary notices will be given out for: Fighting, obscene language, inappropriate drawings, disrespect for staff, endangering the safety of others and poor classroom cooperation. All unacceptable behaviors and extreme cases may result in the need for a parent conference and/or home suspension. Suspension will ordinarily occur after consultation with the school guidance counselor and at the discretion of the principal. A parent conference will take place prior to a suspension and when the student is re-admitted.

### **DISMISSAL**

School ends at 3:00 p.m. The dismissal process begins at this time and may take up to ten minutes to complete. Please do not enter the school at the time of dismissal. Students should be met outside the school to avoid congestion within the school. Also, some parents are requesting to take their students home ten to fifteen minutes before dismissal time. This is counterproductive to our goal of providing a thorough and efficient education. This type of request should only be made in an extreme emergency. Be sure to refer to the Transportation section regarding bus dismissals. Thank you for your cooperation.

### **End of the School Day Dismissal Policy**

According to Board Policy #8601, parents/guardians are required to identify how their child will be dismissed. You will be given a form that must be filled out and returned to the main office. There are four options to choose:

1. Child/children will walk home unescorted.
2. Parent/guardian or designated escort (this individual has been listed on the official "Dismissal Request From School" form completed for each family) will pick up child/children in accordance with the dismissal timelines.
3. Child/children is/are eligible to ride the bus and will be using this form of transportation. Bus driver will be notified by the parent if a designated escort is to be at the bus stop.
4. If there is bus seat availability, you give permission for your child(ren), who is/are eligible, to ride the bus with another eligible bus student. (A letter verifying that the receiving parent has accepted responsibility for your child(ren) must be attached.)

Preschool & Kindergarten children are not dismissed unless a parent/guardian or designated escort is there to take the child home. The bus driver will not allow Preschool or kindergarten children off the bus unless a parent/guardian or designated escort is at the bus stop. If no one is at the stop, the bus driver will bring the child back to the school.

Parents are required, preferably in writing and prior to 2:30 p.m., to contact the school if the dismissal procedure identified needs to change on a specific day. Children will only be released to designated escorts. **Designated escorts will be required to show I.D. Parents may also be required to show I.D.** Parents are not to take children off the bus at the school. They must notify the school prior to dismissal, **2:30 pm** and meet the child in the main office.

Parents are required to honor dismissal timelines. If the parent/escort does not arrive at dismissal time and the parent/escort cannot be reached, the Ocean City Police Department will be called to investigate the whereabouts of the parents.

### **EARLY DISMISSALS**

Classes missed as a result of early dismissal shall be considered unexcused absences unless they are granted for the following reasons:

1. Doctor's appointment verified by a note from the Doctor's office.
2. Dentist appointment verified by a note from the Dentist's office.
3. Court appearance verified by a note from the court.
4. Family or other emergency. Example: serious weather conditions or a sudden hospital visit.
5. With permission of the school nurse.
6. With permission of the school principal with a written parent request.

Students who want permission to leave school early shall comply with the following instructions:

1. A note from a parent or guardian shall be received **prior** to the requested early dismissal; no later than 2:30 PM on the requested date.
2. No pupil shall be permitted to leave the Primary School prior to the regular hours of

dismissal unless accompanied by a parent or adult designated by the parent or guardian and on file in the Main Office. The adult is to report to the main office in order to sign the student release form. The adult will be required to show I.D. No one is to go to the classroom. The child will be called to the office.

3. All notes concerning early dismissal must be given to the teacher who will send them to the Attendance Secretary in the main office.

#### **\* EMERGENCY CLOSINGS \***

It may be necessary to close school and/or dismiss pupils during the day due to a building emergency or inclement weather. When the decision to close school or dismiss early is made, Swift12K will be activated and calls will automatically be made to your designated telephone number if school is closed in the middle of the day. The **ABSENTEE HOTLINE (399-5622)** will be programmed to give inclement weather closing information as it becomes available. Please be sure that your children know what to do should they be dismissed early. It is strongly recommended that arrangements be made with a neighbor or a relative if you are not home during the day. We have a student emergency plan which will be sent to you under separate cover. After reviewing the plan, please complete the early/emergency dismissal form and send it back to school with the policy book signature sheet. Parents are responsible for updating the dismissal form with your child's teacher whenever a change is made regarding what your child should do in case of early dismissal or emergency dismissal. It is extremely important that parents/guardians review frequently the written plan with their child.

#### **EMERGENCY EVACUATIONS**

In the case of emergency evacuation, the students will be taken to a secure off-campus location. Official announcements will be made over local radio stations and our Emergency Management System.

#### **FACILITY MANAGEMENT**

The Ocean City Primary School meets all standards required for asbestos, air quality and pest management monitoring. Details regarding these requirements are included in this policy book.

#### **\* FIRE DRILL RULES \***

Students are expected to follow teacher directions in exiting the building. Students are to walk when exiting, keeping hands to themselves with no talking. The complete procedure to be used during fire drills will be outlined by your child's classroom teacher. Schools are required to have one fire drill per month.

#### **FOOD SERVICES INFORMATION**

Our lunch program works on a debit system you may pay daily, weekly or monthly. Students are expected to know their pin when buying lunch. All money is collected at 8:45 AM in the classroom and sent to the Main Office. Letters are sent if your child's account is in the negative. You can access your child's account by going to [www.myschoolbucks.com](http://www.myschoolbucks.com) and register for your free account. You can prepay for meals online, track and review purchase history and create low balance alerts. Students' lunches and snacks are available at various costs. No snacks are sold to students who do not finish their lunch or have outstanding balances. Our food service menus meet the State nutrition requirements.

A free/reduced breakfast and lunch program is available. Forms for this purpose are available to print from our website or to pick up from our Main Office. It is important to note that students eligible for the program in one school year must reapply at the beginning of the following school year in order for the school to determine continued eligibility. In short, eligibility for our free and reduced breakfast/lunch program ends on the last day of school.

### **PUPIL MEAL CHARGES**

The Board of Education will allow students enrolled in the Ocean City School District in all PK-12 grade levels to charge the purchase of a breakfast and/or lunch meal in the event a student did not bring a meal from home and the student does not have money to purchase a meal.

For any students who have insufficient funds or a balance owed to the District's food service, the food service employees at each school building will permit the student to charge only the purchase of their meal, but not a la carte items, to their individual Food Service account.

Once a student reaches a balance of negative \$10.00 an alternate breakfast and/or lunch will be provided that align with the UDSA Nutritional Guidelines.

### **HALF DAY SCHEDULES**

Dismissal time for the half days scheduled during the months of September through June is 1:30 p.m. Please consult the calendar for these dates and make arrangements for someone to be at school or at the bus stop for the earlier time.

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## **HARASSMENT, INTIMIDATION, AND BULLYING**

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*Ocean City Board of Education Policy #5512*

*Harassment, Intimidation, and Bullying (HIB)*

*And*

*Ocean City Board of Education Regulation #5512*

*Harassment, Intimidation, or Bullying Investigation (HIB) Procedure*

*The HIB Policy and Investigation Procedure are found on [www.oceancityschools.org](http://www.oceancityschools.org)*

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The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Pupil Expectations:

1. The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school

activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

2. Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.
3. The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:
  - a. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
  - b. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
  - c. Pupil rights; and
  - d. Sanctions and due process for violations of the Code of Pupil Conduct.
4. The District prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:
  - a. Walk away from acts of harassment, intimidation, and bullying when they see them;
  - b. Constructively attempt to stop acts of harassment, intimidation, or bullying;
  - c. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
  - d. Report acts of harassment, intimidation, and bullying to the designated school staff member.
5. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.
6. Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
7. Factors for Determining Consequences
  - a. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
  - b. Degrees of harm;
  - c. Surrounding circumstances;
  - d. Nature and severity of the behavior(s);

- e. Incidences of past or continuing patterns of behavior;
- f. Relationships between the parties involved; and
- g. Context in which the alleged incidents occurred.

#### 8. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

- a. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
  - b. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - c. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
  - d. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.
9. The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions

#### 10. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

### **HEALTH SERVICES**

A nurse is available for care for any ill or injured student. No care beyond first aid will be provided. Students are to report to the nurse's office with a pass except in case of an emergency.

Any pupil who appears to be ill or who is suspected of having a communicable disease shall be excluded from school or isolated at school to wait for instructions from an adult family member or the nurse. If the student is excluded or suspected of having a communicable disease he/she shall not be readmitted to the classroom until he/she presents a certificate from his/her physician. This rule pertains to infectious communicable or contagious disease: including chicken pox, pinkeye, or ringworm. Please be aware that our school nurse follows the mandates of the State Health

Department. The nurse must rigidly apply these laws and statues and cannot engage in discussions arguing the point. Your family doctor should comply with any requests by the school concerning re-admittance following an infectious or communicable disease.

A student who is found to have active head lice will not be permitted to attend school until there are not active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse. The presence of nits (the eggs of lice) without active head lice will not prohibit a child from attending school provided proof of treatment has been provided to the nurse and there is no evidence of active head lice in the student's hair. An information packet is available in the nurse's office upon request. A copy of our district policy #8454 is available upon request.

The Ocean City Board of Education policy allows the administration of medication to pupils during school hours only when failure to take such medication would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medication was not made available to the pupil during school hours. The State of New Jersey has very specific guidelines for the administration of medication in school.

Prescription medications may be administered if the parent brings the medication in its original pharmacy container and gives written permission for its administration including the reason or purpose of its administration and possible side effects of the medication. Children are not allowed to carry medication in the school building.

If your child's physician orders a prescription for your child that requires administration during the school day, ask the pharmacist to give you a separate container for school. The medication needs a pharmacy label with the student's name, the physician's name and directions for administration. Over the counter medications require: 1) parent written permission including dosage and time to administer; 2) reason for medication to be administered; and 3) that the medication be in the original label container. The Ocean City Board of Education assumes no liability for the administration of medications.

Parent requests for temporary activity restrictions will be accepted for one day only. If a child is to be excused from physical education or physical activity for a longer period, a request from the attending physician is necessary.

All immunizations must meet state requirements.

Health services are a very important part of our school program. Information on the means of contacting (phone) parents/guardians or a designated substitute, in case of emergency, must be recorded in the Health Services Office as well as the main office to cover all hours when school is in session.

Finally, if you have any questions or concerns regarding the above, please feel free to contact our school nurse.

**HOME INSTRUCTION**  
See Attendance.

## **HOMEWORK/HOMEWORK REQUESTS**

There will be homework daily. There are several reasons for homework:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide parents with an opportunity to see what your child(ren) are studying and how well they are doing.

Homework requests should be made by parents/guardians no later 9:00 a.m. All homework will be available at 3:30 PM.

## **INTERNET POLICY**

Parents complete a permission form at the time of registration.

## **KINDERGARTEN REGISTRATION AND ORIENTATION**

Kindergarten registration and orientation will be held in the spring. Online registration is now available. Information regarding registration will be posted on our website and home to parents of students registered in our school. Please help us by providing kindergarten registration information to your friends or neighbors who may have children eligible for kindergarten. Prior to entering kindergarten, all students will take part in our **Kindergarten Readiness Assessment**. The purpose of this program is to identify problematic areas in a child's development which could affect his/her progress in school.

## **MONITORING DEVICES ON SCHOOL VEHICLES**

In order to maintain a safe and secure environment for all pupils transported on school vehicles the Principal may request recording devices to be installed in any district owned or contracted vehicles and activated at specific times. More information about this policy can be found in the Main Office.

### **\* LATENESS \***

If a student arrives late to school, he/she should report to the office for a late slip. A student will be considered late if he/she is not in the classroom before 8:45 AM. If a student is late more than three days during a calendar month, a warning letter may be sent home by the attendance secretary. Chronic lateness may require a parent conference. However, after the fifth unexcused lateness during a marking period, the school social worker will arrange a mandatory parent conference to help resolve the issue.

Students who miss class because they are late shall be marked excused because of the following reasons:

1. Doctor's appointment verified by a note from the Doctor.
2. Dentist appointment verified by a note from the Dentist.
3. Court appearance verified by a note from the court.

4. Family or other emergency verified by the parent.
5. With permission of the school nurse.

**\* LOST OR DAMAGED BOOKS \***

Students are held responsible for any books issued to them including Library books. Any student who loses a text book or is not in possession of a text book for any reason must report the lost book to his/her teacher. A replacement text book will be issued and the parent will be responsible for payment of the lost text book. Parents of students who damage or deface any school textbook(s) or Library book will also be held financially responsible for the replacement of the damaged book(s).

**\* LOST AND FOUND \***

Lost articles may be found in the bin located in the front hallway with the exception of jewelry, watches, keys, eyeglasses, wallets and pocketbooks. These items will be in the main office. Parent note: Each year lost clothing (jackets, etc.) are never claimed. Please emphasize with your child the need to check often at our Lost and Found if something is missing.

**OCEAN CITY PUBLIC SCHOOLS STATEMENT OF NON-DISCRIMINATION**

The Ocean City Board of Education is cognizant of the need to implement Title VI of the Civil Rights Act of 1964, the Federal Department Regulation (45CFR part 80) Title IX of the Education Amendments of 1972, Title VI New Jersey Administrative Code, and Section 504 of the Rehabilitation Act of 1974. The Ocean City Board of Education affirms its responsibility to ensure all students in the public schools of Ocean City equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicap. To fulfill this responsibility, the Board shall establish a program to review, and modify as may be necessary, its present school and classroom programs and employment/contract practices.

**PARENT CONFERENCES**

Parents are welcomed and encouraged to talk with teachers. Appointments must be made to coincide with teachers' schedules. This should be done through the Guidance Office. Please call 399-3191 ext. 6501. Formal conferences are scheduled twice during the school year, once in early October and once in early February. Please look for notification regarding parent conferences from your child's teacher.

**PARKING FACILITIES FOR PARENTS/GUARDIANS**

Parents/guardians are reminded that pupils must cross the street at the corner where the police officers or crossing guards are located. If parents/guardians park on the east side of West Avenue, pupils should reach the car by crossing at the corner only, and not in the middle of the block. Parents are reminded not to double park anywhere along West Avenue while waiting for dismissal. The Ocean City Police Department may issue a ticket for this offense.

**\* PLAYGROUND/LUNCHROOM CONDUCT \***

We desire a pleasant and orderly lunch period. Respect for one another and good manners are essential. There should never be shoving, shouting, or improper use of food. Any serious lunch

problems will be reported to the parent/guardian who is responsible for disciplining the child. After three reports, a mandatory parent conference will be necessary.

**\* SCHOOL WIDE PLAYGROUND RULES \***

1. Be polite, respectful and show good sportsmanship **at all times**.
2. Walk in line and face front.
3. One at a time and feet first on slide.
4. Do not play tag.
5. Do not hang upside down or climb on top of the monkey bars.
6. Do not flip over the bar on the slide.
7. Do not walk on top of the tables.
8. Do not play with the wood chips.
9. Listen and follow directions.
10. Keep your hands, feet and objects to yourself.

**PROMOTION AND RETENTION - GRADES K-3**

The Ocean City Board of Education directs the chief school administrator, in consultation with administrative and teaching staff, to authorize plans for instructional programs that provide maximum opportunity for each student to progress through school according to his/her own needs and abilities without stigma of failure or retention.

I. Promotion

A child shall be promoted (moved from one grade level to a higher grade level) when he/she has attained a reasonable level of proficiency in the major disciplines with particular reference to basic communications and computational skills as determined for each pupil by members of the local professional staff.

II. Retention

A child shall be considered for retention when he/she has not attained a reasonable level of proficiency in the major disciplines with particular reference to basic communication and math skills as determined by members of the professional staff.

Whenever retention is being considered the following procedures shall be implemented:

1. No later than the end of the second grading period the teacher(s) shall confer with the Grade Level Team and other staff members involved with the child.
2. Soon thereafter, the parents/guardians shall attend a meeting with the appropriate school personnel to discuss the matter.
3. The discussion shall consist of an explanation to the parents/guardians of their child's proficiency level and the child's ability to achieve.
4. Goals to be attained by the child will be developed.

5. A meeting will be held to review the child's progress towards the established goals.
5. Inform principal following parent conference.

### **REPORT CARDS**

Reports of students' progress are issued three times a year in the form of a report card. Report Cards will be distributed via PowerSchool all three marking periods. Parent/Teacher conferences will be held in October and February.

### **RECORDING DEVICES**

Please be advised that district approved recording devices for educational purposes are being used in our schools and within certain classrooms. If you have any questions in regards to this you may contact my office.

### **SECURITY CAMERAS**

Security cameras are installed and placed in strategic areas that include: the hallways, playground, main lobby, and in front of the school building.

### **STUDENT DRESS CODE**

Dress is the responsibility of our students' parents. However, clothing must be acceptable in terms of neatness, cleanliness, and safety. A student's choice in clothing must not disrupt the educational process.

Dress shorts are permitted. The following types of shorts are not permitted: any type of bathing suit (exception to bathing suit: when taking a field trip to the beach), running/jogging shorts, cut-offs, or bicycle shorts. Shoes with "wheelies", Flip Flops, hats & hoods are NOT permitted.

### **SCHOOL SECURITY**

Visitors to our school during school hours are to enter school using the main entrance located on West Avenue. Please follow the directions found at this entrance.

### **SPEECH/LANGUAGE SERVICES**

Our school utilizes the services of certified speech/language therapists for those students tested and recommended for speech and/or language therapy.

### **\* STUDENT SAFETY \***

The following directions are established in order to preserve the safety of the students;

1. **No child is to arrive at school before 8:35 AM.** If a child is part of the breakfast program he/she is NOT to arrive before 8:15 AM. **Parent must wait with student prior to 8:35 a.m.**
2. Gum is not permitted in school.
3. No loud talking, running, pushing, name calling, threats, or shoving is permitted.
4. Students are to pass in an orderly manner in the hallways.
5. Electronic equipment (i.e., Game Boy) is not to be brought to school.

6. Bicycles are to be placed in bicycle racks and securely locked. Serial numbers should be kept on record.
7. Only necessary money and materials should be brought to school.
8. Lost and found articles will be kept in a bin in the front hallway.
9. Pupils may use the phone in the office for **emergency** purposes only.
10. Students may not have on their person (including book bag) or in the desk any instrument which may cause harm to other individuals or to school property. This includes any type of knives, scout knives, etc.
11. All entry doors and gates are locked. Visitors, volunteers, etc. must enter by the way of the main entrance on West Avenue. Please follow the arrival and dismissal procedures.
12. Students, when riding buses, are under the direct authority of the bus driver. Students being disrespectful or a safety hazard will be disciplined. This discipline may include either temporary or permanent suspension of bus riding privileges.
13. Students may not leave the school premises during school hours.
14. Profanity and/or obscene language is prohibited.
15. Multiple discipline notices and/or a serious offense may result in a suspension.
16. No “wheelies” (shoes with wheels) are permitted.

**\* TRANSPORTATION \***

It is the responsibility of parents to see that their child is instructed on the following regulations regarding school transportation:

1. Students are under the authority of the bus driver.
2. Students shall remain seated with seat belt fastened.
3. Seats may be assigned by the bus driver.
4. Students shall not extend their hands, arms, or heads from the bus windows.
5. Students must have written permission, approved in the main office, to get on or off the bus at a stop other than their regular pick-up or drop off point.
6. Parents must inform the school prior to the day's dismissal time whenever their child will not be taking the bus home.
7. Loud or vulgar language is prohibited as well as bringing on the bus any instrument which

may cause harm to other individuals or to the bus.

8. Students shall keep the bus clean.
9. Students shall be courteous to the bus driver, fellow students, and passers by.
10. Only in an extreme emergency can we accept a note for a student to ride on another bus. Only bus students are allowed to ride to and from school. Students who are walkers are not permitted to ride any bus at any time.
11. The driver should not be distracted by the riders.
12. At no time are parents/guardians allowed to board the bus.
13. Any student that is a bus rider and must be picked-up or dropped off at a stop other than their home address, must notify the main office in the first week of school to make the arrangements. These arrangements can only be made one time during the year unless there is an **extreme emergency**. (See #5)

As stated in School Board Policy all pupils riding on district buses shall be required to observe the district's bus conduct regulations or risk loss of the privilege of such transportation.

Parents/guardians shall provide for transportation during the period of exclusion. After the third transportation disciplinary notice, a mandatory parent conference will be necessary with the school principal before transportation privileges are continued. Immediate exclusion from the bus will occur in the case of a serious offense. The seriousness of an offense will be determined solely by the school principal.

School buses are inspected at least twice each year by special school bus inspection teams from the New Jersey Motor Vehicle Commission. School bus drivers are required to hold a Commercial Driver's License (CDL) with a passenger endorsement, and are, therefore, also required to meet federal standards for alcohol and drug testing. These standards include testing upon initial employment followed by random tests. In addition, school bus drivers must undergo a physical examination every two years, a criminal background check upon initial employment and at the time of renewal of their CDL, and submit an annual driver's abstract (i.e. a history of motor vehicle violations).

### **PARENTS AS VISITORS**

Our school has always welcomed parents during the school day for various functions such as PTA meetings, teacher designated classroom activities approved by the Principal. **(Please note, during a pandemic, visitor protocols will be suspended.)** We continue to encourage your support and involvement that compliments our mission to provide your child with the best possible and appropriate education. Instructional time is more valuable than ever as a result of our comprehensive curriculum and state testing. Our school day begins at 8:45 AM. We know from experience that our classroom morning routines will go quickly and smoothly with as few interruptions as possible. **PLEASE DO NOT ENTER THE CLASSROOM WITHOUT PRIOR APPROVAL BY THE CLASSROOM TEACHER.** All visits to the classroom during the school day must be pre-arranged with the classroom teacher, school social worker, Child Study Team, school nurse or the school principal. The school secretary will call the classroom teacher and

inform him/her of your arrival. Students who are not in their classroom at 8:45 AM must report to the main office for a “late slip.” Parents are not to walk their child to the classroom.

### **PUPIL DISCIPLINE/CODE OF CONDUCT**

Refer to sections: \*Discipline\*, \*Playground/Lunch Conduct\*, \*School Wide Playground Rules\*, \*Student Safety\*, and \*Transportation\* in this handbook for information on pupil discipline/code of conduct. Refer to \*Harassment, Intimidation, & Bullying\* in this handbook for our HIB policy. Information on our Code of Conduct and on Harassment, Intimidation, & Bullying is located on our website at [www.oceancityschools.org](http://www.oceancityschools.org) or in the Principal’s office of the Primary School.

### **WAIVER OF PUPIL TRANSPORTATION**

The Board of Education is required to provide transportation services for the school year to an elementary pupil living more than two miles from the public school of attendance or to a secondary school pupil living more than two and one-half miles from the public school of attendance in accordance with the provisions of N.J.S.A. 18A:39-1 et seq.

Parent may elect not to use school provided transportation. Parents may sign a waiver to opt out of school provided transportation per board policy 8613. The signed waiver is to be returned to the school’s main office.

In the event a parent/guardian of a pupil eligible for transportation services waives transportation services for that school year and circumstances change during that school year due to a family or economic hardship, the school district will reinstate the pupil’s eligibility for transportation to and from school.